



CMH Clinician Training Requirements FY24

Training	Description	Frequency	How to Obtain	Requirement
ACT Assertive Community Treatment	(ACT Team Members Only)	Initial within 180 days	State of Michigan training	MDHHS Medicaid Provider Manual Sect. 4.3; CARF Standards 3.A.21; MSHN; TRD C320
Advance Directives	Includes how to access advance directives, how to assist with completing them, and how to act when they are in effect.	Initial within 90 days	Relias	CARF Standard 2.B.8.d.(3); MDHHS Contract 7.10.5, PA 386 of 1998, PA 532 of 2004 sections 700.5506-700; Balanced Budget Act; DHHS 42 CFR 489.102; MSHN; TRD RR117
ASAM Criteria	Includes development of SUD treatment plan through a multidimensional patient assessment based on the degree of direct medical management, the structure, safety and security, and the intensity of treatment services provided.	Initial within one year and when the ASAM manual updates occur	MSHN training or internal training or other approved training	TRD C310.5, HR523.1; CARF Standard 2.A.22.b.; MDHHS Contract; MSHN
CAFAS/ PECFAS	Training required to administer CAFAS/PECFAS assessments if working with children.	Initial within 90 days and renewal every two years	On-site training or other approved training	MDHHS Contract Part II 4.7; Medicaid Provider Manual Sect. 3.3; 7.2.B; 7.2.C; 3.29E; MSHN; TRD C 391.1; C 310.5
Child Diagnostic and Treatment Training	Training related to service provision to children.	24 hours required initially within one year and annually	May include conferences, workshops, in-services, participation in case consultation discussions about children, reading of books/articles with post-discussion with supervisor, webinars, and other educational activities. All must be pre-approved by supervisor. Agency trainings that qualify include: PCP, Self-Determination, CPI, ASIST, Motivational Interviewing, CAFAS and PECFAS	MDHHS contract; TRD C 391.1
Code of Ethics	Providers must attest to and follow the organization's Code of Ethics.	Initial within 90 days and annually	Relias	CARF Standard 1.A.6.c; 1.I.5.b.(5)
Collaborating with Families and Peers	Review of importance of collaborating with natural supports and recovery supports in treatment.	Initial within 180 days and annually	At full staff meeting or full staff recording review	CCBHC 13.A.6; TRD RR108; C340.2
Co-occurring Substance Use Disorders/ IDDT	Training to provide appropriate co-occurring mental health and SUD services.	Initial within 90 days and annually	Relias	CARF 2.A.22.b; MDHHS Contract; TRD C320



Corporate Compliance	Introduction to the general laws and regulations governing waste, fraud, and abuse, and other compliance issues in both the CMHSP and the provider organization.	Initial within 90 days and annually	Relias	Medicaid Integrity Program Section 33; Medicaid False Claims Act of 1977; Michigan False Claims Act 72 of 1977; Affordable Care Act; DHHS 42 CFR 438.608; CARF Standard 1.A.7.d.; Deficit Reduction Act: Title VI-Chapter 3 §6031-§6036; Balanced Budget Act; MSHN
CPR/First Aid	Certification in basic first aid action principles and skills including medical, injury and environmental emergencies. CPR and AED training included.	Initial within 30 days and renewal as certification expires	CMH or community classroom training American Red Cross, American Heart Association or National Safety Council Must include return demonstration	TRD HR 512.2; MSHN; CARF Standard 1.H.9, 3.F.16, 3.Q.12; Medicaid Provider Manual 2.4; 18.12; 14.5; 2.11.E; 4.1; MI LARA R330.1806; R 400.14201 and R 400.14204; R 400.15204; R 400.2122
Cultural Competence	Includes the importance of understanding our own and others' culture and values and how they may affect the perception of others and the quality of services for those we serve.	Initial within one year and annually	Relias	MDHHS contract Part II 3.3.3, Access Insurance Section 3.4.2 on Cultural Competence; Medicaid Provider Manual 4.5; MDHHS R330.2806; MI Mental Health Code 330.1116; DHHS 42 CFR 438.206(c)(2); CARF Standard 2.A.23; CCBHC 13.A.6; MSHN; TRD RR92
Disaster Plan/Continuity of Operations	Training on the agency plan for continuity of operations following a disaster including staff roles and responsibilities.	Initial within 90 days and annually	Relias and Health and Safety training at orientation and/or full staff training and/or review of plan and competency quiz	CCBHC 13.A.6
Drugs in the Workplace	This is a drug free workplace. Training includes identifying changes in co-workers and how to address use.	Initial within 30 days and annually	Relias (Will rotate this training each Fiscal Year)	TRD HR 514; CARF Standard 1.H.4
Emergency Preparedness/Environmental Safety	Increases employee awareness and knowledge of various emergency situations to promote effective response practices, including basic emergencies and disasters (power outages, fires, tornadoes), responsibilities during emergency situations, how to develop an emergency preparedness plan, what to do to help individuals with special needs.	Initial within one year and annually	Relias Should also receive emergency preparedness policy and procedures specific to the office/home/facility in which you work.	CARF 1.H.4; Medicaid Provider Manual 2.11.E, 4.1, 15.2.C, 14.5.A, 2.4, 18.12; MI LARA R330.1806; MI LARA AFC Lic. R 400.14201; R 400.14204; R 400.15204; R 400.2122; DHHS R 330.2807; MSHN; TRD HR 512
Ethics	NASW-MI guidelines: Continuing Education - National Association of Social Workers Michigan (nasw-michigan.org)	Initial within cycle of professional license	Course approved by supervisor that meets criteria of LARA mandate	MI Dept. of Licensing and Regulatory Affairs
Fiscal Policies and Written Procedures	Training related to fiscal policies and procedures including purchase orders, contracts, expense reimbursement, compensation and benefits, ATPs, billing, authorizations, funding and federal funding compliance training.	Initial within 90 days and ongoing as changes are made	Orientation with CFO/Fiscal staff and supervisor; supervisors to review along with Board policy review	CARF Standard 1.F.6.b
Grievance and Appeals/ Customer Services	Includes the rights that people have to complain about services or supports, what due process is for those we serve, and the provider's role in assisting persons-served through this process.	Initial within 90 days and annually	Relias and website training: http://www.rightdoor.org/providers/training/grievances-appeals.html Additional training on-site at orientation	Balanced Budget Act; DHHS 42 CFR 438.10(g); MDHHS Contract 6.3.1; 6.3.2; MSHN; CARF Standard 1.I.5.a; TRD RR101; RR107



HIPAA	Includes HIPAA privacy and security, confidentiality and informed consent, applying it in appropriate contexts, how to release information legally, when information can be discussed, and what information cannot be discussed, HIPAA requirements, and Michigan Mental Health Code requirements.	Initial within 30 days and annually	Online course at Improving MI Practices HIPAA Essentials: https://www.improvingmipractices.org/focus-areas/courses/hipaa/hipaa-essentials or other approved training	DHHS Admin. Data Standards 45 CFR 164.308; MDHHS Contract 18.1.7; CARF 1.1.5; HIPAA; MI Dept. of Insurance and Financial Svcs. R 500.551; DHHS Medical Assistance Programs 45 CFR 438.208; TRD RR 130.3
Human Trafficking	Includes types and venues of human trafficking in the United States, identifying victims of human trafficking in health care settings, identifying the warning signs of human trafficking in health care settings for adults and minors, and resources for reporting the suspected victims of human trafficking.	Initial within cycle of professional license	Course approved by supervisor that meets criteria of LARA mandate	MI Dept. of Licensing and Regulatory Affairs R 338.2929 (Social Worker); R 338.1751a (Counselor)
Implicit Bias	Includes recognizing one's implicit bias, equitable access to health care, serving a diverse population, diversity and inclusion initiatives, cultural sensitivity, strategies to remedy the negative impact of implicit bias, historical basis and current research, strategies to reduce disparities in access.	Initial within cycle of professional license	Course approved by supervisor that meets criteria of LARA mandate	MI Dept of LARA Public Health Code R 338.7004
Infection Control/ Health Management/ Bloodborne Pathogens	Includes identification of situations where risk of exposure to bloodborne pathogens exist, the need to keep work and room surfaces clean, orderly and in a safe and sanitary condition, the purpose of universal precautions, precautions that should be taken to prevent HIV and HBV, and correct handwashing procedures.	Initial within 30 days and prior to working independently with a person and annually	Relias	OSHA 1910.1030; CARF Standard 1.H.4; Medicaid Provider Manual 2.11.E; 4.1; 15.2.C; 14.5.A; 2.4; 18.12; BSAAS Prevention Policy #2; Michigan LARA R330.1806; DHHS R330.2807; MI LARA AFC Licensing R400.14201; MI Dept. of LEO R325.70016 (7)(a); MSHN; TRD HR513
Limited English Proficiency	Trains the provider to recognize and assist individuals whose primary language is not English, or who have a limited ability to read, write, speak, or understand English.	Initial within 90 days and annually	Relias	MDHHS contract Part II 3.3.3, Access Insurance Section 3.4.2 MDHHS Contract Part I, 15.7 (LEP); Medicaid Provider Manual 4.5; MDHHS R 330.2806; MI Mental Health Code 330.1116; DHHS 42 CFR 438.206(e)(2); CARF Standard 2.A.23; CCBHC 13.A.6; MSHN; TRD RR993
LOCUS (Level of Care Utilization System)	Assists in assessing level of care needs and medical necessity for persons served.	Initial within 90 days and every 2 years	Initial training through LOCUS company online; additional training offered on-site	MDHHS/CMH Agreement (P. 39); MDHHS/PIHP Agreement (P. 51); Part 7.7.3; TRD C 320.3; C310.5; MSHN
Medicaid Adverse Benefit Determination Process	Training developed by MSHN to increase staff knowledge on the important aspect of Medicaid Appeals and Grievance due process rights.	Initial within 90 days and annually	Relias	



Military Culture	Includes military and veteran culture including increased suicide risk, accessing MH services, and connecting to VA services.	Initial within 90 days for all ACCESS, CRISIS and veteran clinicians and Peers and annually	Training offered by CMH or other approved training	CCBHC 13.A.6; TRD C 320.2
Motivational Interviewing		Initial within one year	On-site training provided annually	CARF 2.A.22; CCBHC 13.D.4.3; TRD C320
Non-physical Crisis Intervention/ Verbal De-escalation	Includes prevention and proven strategies for safely defusing anxious, hostile, or violent behavior at the earliest possible stage, how behavior escalates, and how to appropriately respond. This training will not cover holds as we are restraint free.	Initial within 90 days and renewal as certificate expires with refresher course	<u>Initial:</u> Onsite CPI training or as approved by CMH (Gentle Teaching, MANDT, Safety Care (QBS), Professional Crisis Management (PCM)) <u>Renewal:</u> on-site refresher course or other approved refresher training	MDHHS Contract Technical Requirement for Behavior Treatment Plan Review Committee; Michigan Admin. Code R 330.7001 (z); MI LARA R330.1806; OSHA Publication 3148-01 R (2004); CARF Standard 2.A.16, 3.Q.14.; MSHN; DHHS 42 CFR 485.910; TRD RR116.1; C391.1; HR512
Pain Management	Training content may include but is not limited to: behavior management, psychology of pain, behavior modification, and stress management.	Initial within cycle of professional license	Course approved by supervisor that meets criteria of LARA mandate	MI Dept. of Licensing and Regulatory Affairs
Person-Centered Planning & IPOS training	Includes how to use person-centered planning to assist consumers in attaining their goals and training on each consumer's individual plan of service (IPOS).	<u>PCP:</u> Initial within 30 days and annually <u>IPOS:</u> as plan is implemented and updated and prior to working with individual	<u>PCP:</u> Relias, on-site, or other trainings approved by supervisor <u>IPOS training:</u> provided by clinician and/or behavior technician	MDHHS contract Part 3.4.1.1.IV.A.4; DHHS 42 CFR 441.725; MSHN; CARF Standard 1.I.5.b. and 2.A.22.c.; CCBHC Criteria 13.A.6; TRD C 391.1, C 320.1; Mental Health Code R 330.1712
Primary Care/ Behavioral Health Integration	Integration of primary and BH care is one of the most important factors in improving over health for persons served.	Initial within 90 days and annually	Relias	CARF 3.K.9; CCBHC 13.A.6.1; TRD C340
Psychopharmacology	Includes use and effects of psychotropic medications, side effects, AIMS testing, and Black Box warnings.	Initial within one year and annually	Relias training and regular on-site training offered by Med Services Department	CARF 2.E.1; TRD policies and procedures C 350-351
Recipient Rights	Includes the essential rights of recipients of community mental health services, abuse and neglect, confidentiality, informed consent, respect and dignity, restraint, seclusion, and incident-report writing.	Initial within 30 days and prior to working independently with persons served and annually as refresher course	<u>Initial:</u> In-person or virtual training offered at CMH or through another approved source <u>Renewal:</u> Online course required: http://www.rightdoor.org/for-providers/training/recipient-rights-training-refresher-course.html	MDHHS Contract Part II 6.3.2; CARF Standards 1.I.5 and 1.K; MI LARA R 330.1806; MI Mental Health Code 330.1755; MSHN; Medicaid Provider Manual 4.1; TRD RR Policies and Procedures



Recovery-Oriented Systems of Care	Includes interventions that focus on enhancing a person’s abilities and resources, or recovery capital, to manage their own behavioral health condition(s) and to increase their participation in the community activities of their choice.	Initial within 90 days and annually	Relias or on-site training	CMHSP contract; CCBHC 13.A.6; TRD C311
SBIRT (Screening, Brief Intervention and Referral to Treatment)	(ACCESS/ Intake or SUD providers).	Initial within 90 days	Relias or on-site training	CCBHC 13.D.4.3; 2.C.9.1; CARF Standard 2.A.22
Self-Determination	Includes principles and history of self-determination and how it benefits the consumer.	Initial within 90 days and annually	Relias or online course at Improving MI Practices: https://www.improvingmipractices.org/focus-areas/courses/self-determination-long-term-care/foundations-self-determination	MDHHS Contract Part II 3.3.4; MSHN; TRD Policy C311; C320
Sexual Harassment	Includes recognition of sexual harassment in the workplace, its effect on individuals and organizations, and how to take action.	Initial within 30 days and annually	Relias	CARF Standards 1.H.3-4; TRD policies 515 and 512
Suicide risk assessment/intervention/postvention	Includes identification of clinical risk factors, suicide prevention, intervention, and postvention.	Initial within one year and annually	All staff must take ASIST/SafeTalk during their first year of employment. Bachelor’s level staff completing prescreens must complete ASIST/SafeTalk annually. Master’s level staff must complete a suicide intervention training, but RELIAS or another approved resource can be an option in addition to ASIST/SafeTalk.	CARF Standard 2.A.22; CCBHC Criteria 13.A.6; TRD C391.1; C 320.8
Trauma-Informed Care	Includes the review of the nature of trauma and its effects, and the responsibility of staff to work with individuals in a manner which supports and does not worsen the impact of previous trauma.	Initial within 90 days and annually	Online course at Improving MI Practices: Creating Cultures of Trauma-Informed Care Improving Mi Practices	MDHHS Contract P4.1.3.1; C6.9.9.1; CCBHC Criteria 13.A.6; CARF Standard 2.A.22.b; MSHN; TRD C 312; C 320
Workplace Violence	Includes behaviors, actions, and communication that constitutes workplace violence, and how to respond.	Initial within 30 days and annually	Relias Initial live ALICE Training required within first year of hire provided on-site; updates every three years	CARF Standards 1.H.3-4; TRD HR 512

Additional Trainings as directed by Supervisor.

RETENTION OF TRAINING RECORDS: Written documentation of compliance with training shall be kept on file at the facility with employer for not less than 3 years.

